

Child Care Resources of Southwest Michigan
268 E. Kilgore Road, Suite D
Portage, Michigan, 49002

Job Description

Please respond by January 4, 2016

Send cover letter and resume to Renee@ccr4kids.org

Title: Quality Improvement Consultant

Reports to: Great Start to Quality Resource Center Director

Supervises: N/A

FLSA Classification: Exempt

Date: September 2014

Job Summary: Provide onsite consultation and support services to licensed early care and education programs and unlicensed subsidized child care providers to move them into higher levels of quality. Special target population would be providers who work with children with high needs.

Essential Job Functions:

1. Support licensed/registered and unlicensed providers to improve quality. Examples of support include:
 - Support to develop and implement quality improvement plan
 - Consultation/coaching/mentoring
 - To improve the quality of the early learning environment.
 - To support the quality improvement plan
 - To support extended learning opportunities
 - To support professional learning opportunities
 - Consulting and assisting with resources and materials providers may purchase that support the implementation of the quality improvement plan
 - Consulting with assessments of the environment and early care and learning practices
 - Developing and providing training/professional learning opportunities using approved content and materials

- Developing online resources
 - Developing resources/materials
- 2. Maintain working knowledge of state licensing regulations, state standards, and professional development system framework.
- 3. Maintain working knowledge of research and best practices related to quality improvement.
- 4. Participate in peer meetings with the Quality Improvement Project Manager, at a minimum monthly, to establish guidelines and recommendations for quality improvement consultation.
- 5. Participates in quarterly technical assistance meetings, as appropriate.
- 6. Meet, communicate, and coordinate with other Quality Improvement Consultants to share best practices and resources. May include participation in weekly conference calls and face to face meetings monthly at ECIC in Lansing or other areas in Michigan to interface for this purpose.
- 7. Complete the required reports and documentation within the agreed upon timeframes on the overall project progress and other reports necessary to show progress, accomplishments, and identify facets of the Great Start Child Care Quality Program.

Skills and Knowledge Needed to Perform Job:

1. Knowledge of Michigan early childhood professional development and quality improvement initiatives.
2. Knowledge of child/family early childhood service systems and community resources.
3. Knowledge of child development and developmentally appropriate practice from infancy through age eight.
4. Possession of leadership qualities including good listening and communication skills, self-motivation, and creative thinking abilities.
 - Exercise excellent judgment in recognizing the scope of authority
 - Adapt to and support a changing work environment
 - Periodically work an extended work day
 - Travel overnight periodically
 - Operate an automobile and possess a valid driver's license and insurance

Specific Requirements:

1. Bachelor's Degree in Education, Child Development or related field required; Master's preferred.
2. Five years of experience in field of early childhood and/or working directly with infants and young children in an early learning and care setting (e.g. child care center, family childcare, preschool, etc.).

3. Experience developing and providing training and technical assistance to center-based, family and group home, and unlicensed providers, with emphasis on infant and toddler development and/or social and emotional health and development.
4. Experience using quality rating assessments.
5. Ability to attend regular meetings/obligations in Lansing and travel across the state, as needed.
6. Demonstrated ability to:
 - Develop trusting relationships with early learning and care providers and the families that they support.
 - Use strength-based problem-solving.
 - Be respectful of others opinions.
 - Practice a non-judgmental, open-minded approach to supporting others.
 - Deal effectively with individuals at all business levels and variety of situations requiring professionalism, tact, judgment and composure
 - Organize tasks and time to ensure timely completion of all projects and responsibilities
 - Maintain strict confidentiality in all matters pertaining to contracts, management, and operations
 - Communicate clearly and concisely both orally and in writing
 - Perform efficient and accurate applications using computer software to create finished documents which meet ECIC requirements and are professional in appearance
 - Work efficiently and accurately, in a high intensity work environment
7. Experience using child screening and assessment tools (e.g. DECA, ASQ, etc.)
8. Experience in using information gathered through observation, assessment and other means to assist and support providers to plan, write, and implement quality improvement plan(s).
9. Experience supporting providers to implement developmentally appropriate practices to support change and improve quality.
10. Experience in the delivery of high quality early learning and care services and knowledge of current research, best practices and evidence-based methods to improve the quality of early learning and care across settings.

The above statements are intended to describe the general nature and level of work performed. They are to be construed as an exhaustive list of all responsibilities.